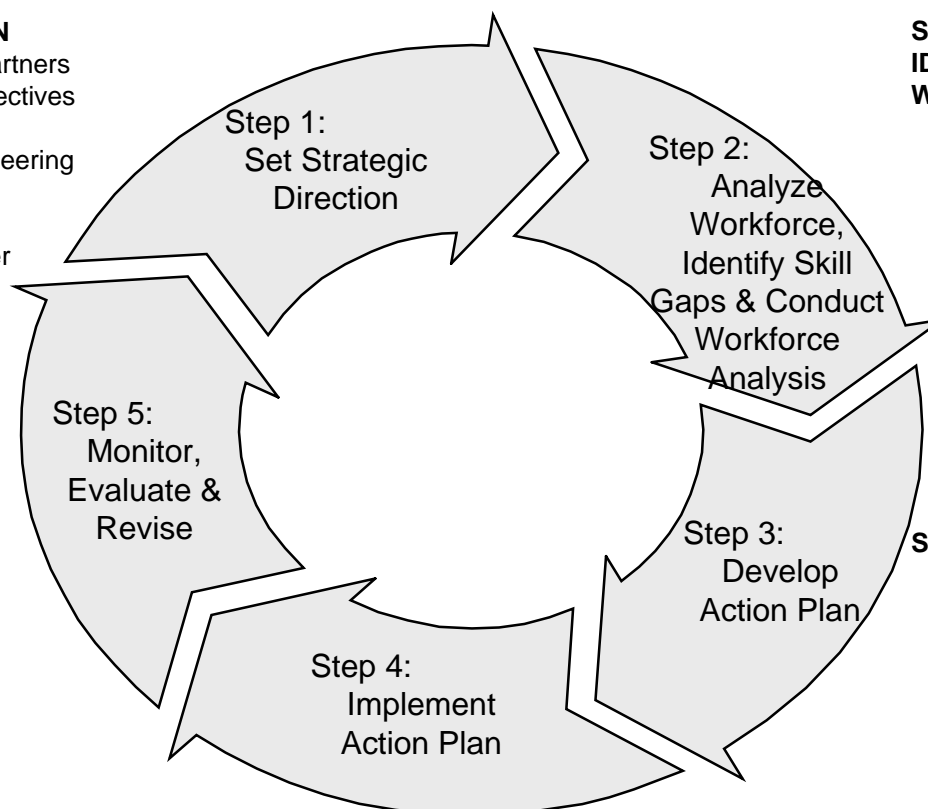


# OPM 5 Step Workforce Planning Model

## STEP 1: SET STRATEGIC DIRECTION

- Organize and mobilize strategic partners
- Set vision, mission, value, and objectives
- Review organizational structure
- Conduct business process reengineering
- Set measures for organizational performance
- Position HR to be an Active Partner



## STEP 2: ANALYZE WORKFORCE, IDENTIFY SKILL GAPS & CONDUCT WORKFORCE ANALYSIS

- Analyze the current workforce
- Compare workforce needs against available skills

## STEP 3: DEVELOP ACTION PLAN

- Design a workforce plan to meet your agency's needs
- Identify your stakeholders and acknowledge what their needs are
- Develop ways to address skill gaps
- Develop a project plan to accomplish determined actions
- Set specific goals
- Communicate your plan to ensure everyone in your agency is aware of it
- Evaluate your progress and make needed changes to improve efficiency

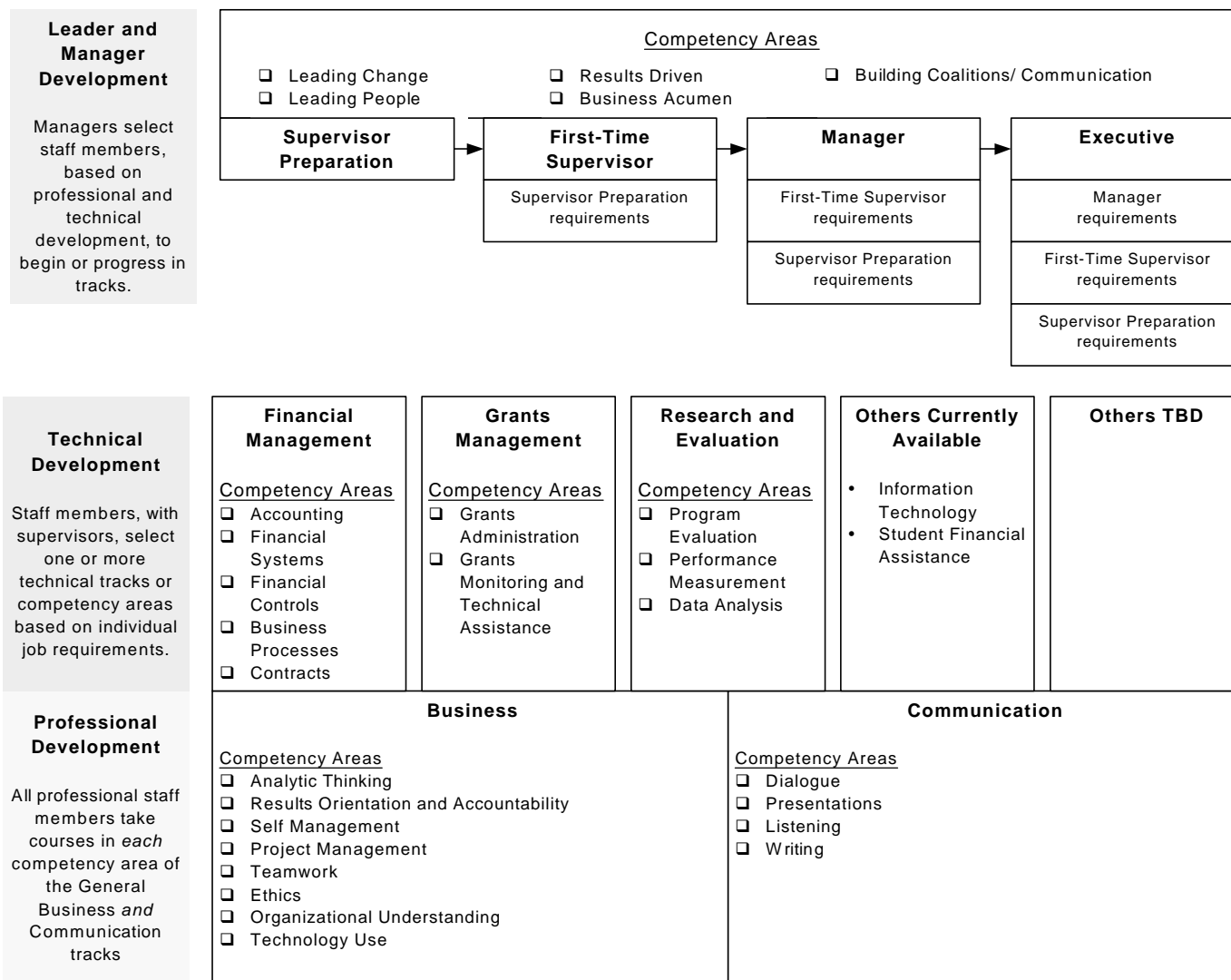
## STEP 4: IMPLEMENT ACTION PLAN

- Communicating the Action Plan
- Marketing
- Targeting and Recruiting
- Conduct Recruiting and Training
- Implement Retention Strategies

## STEP 5: MONITOR, EVALUATE & REVISE

- Monitor your progress
- Assess successes and failures by evaluating the information you gathered
- Adjust plan as needed to address new workforce issues

# One-ED View: Learning Tracks



# Alignment of Workforce Model with Business Model

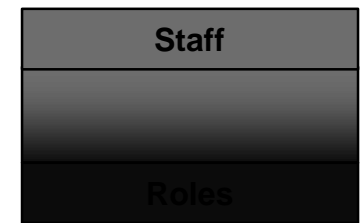
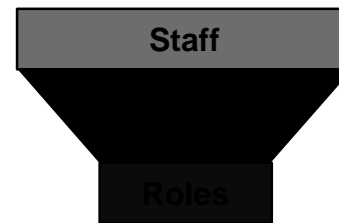
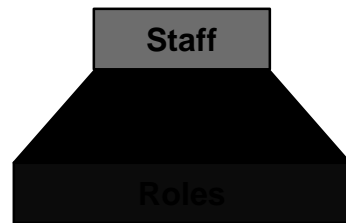
## Business Models:

Small Business  
(e.g. coffee shop)

Large Transactional Business  
(e.g. Call Center)

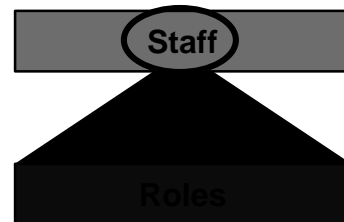
Service Business  
(e.g. Hotel)

## Aligned Workforce Models:

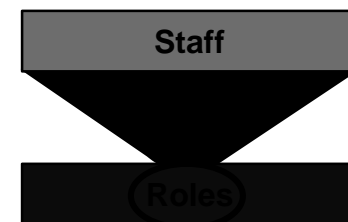


## Misaligned Workforce Models:

Utilization Problem  
(few staff do most work)



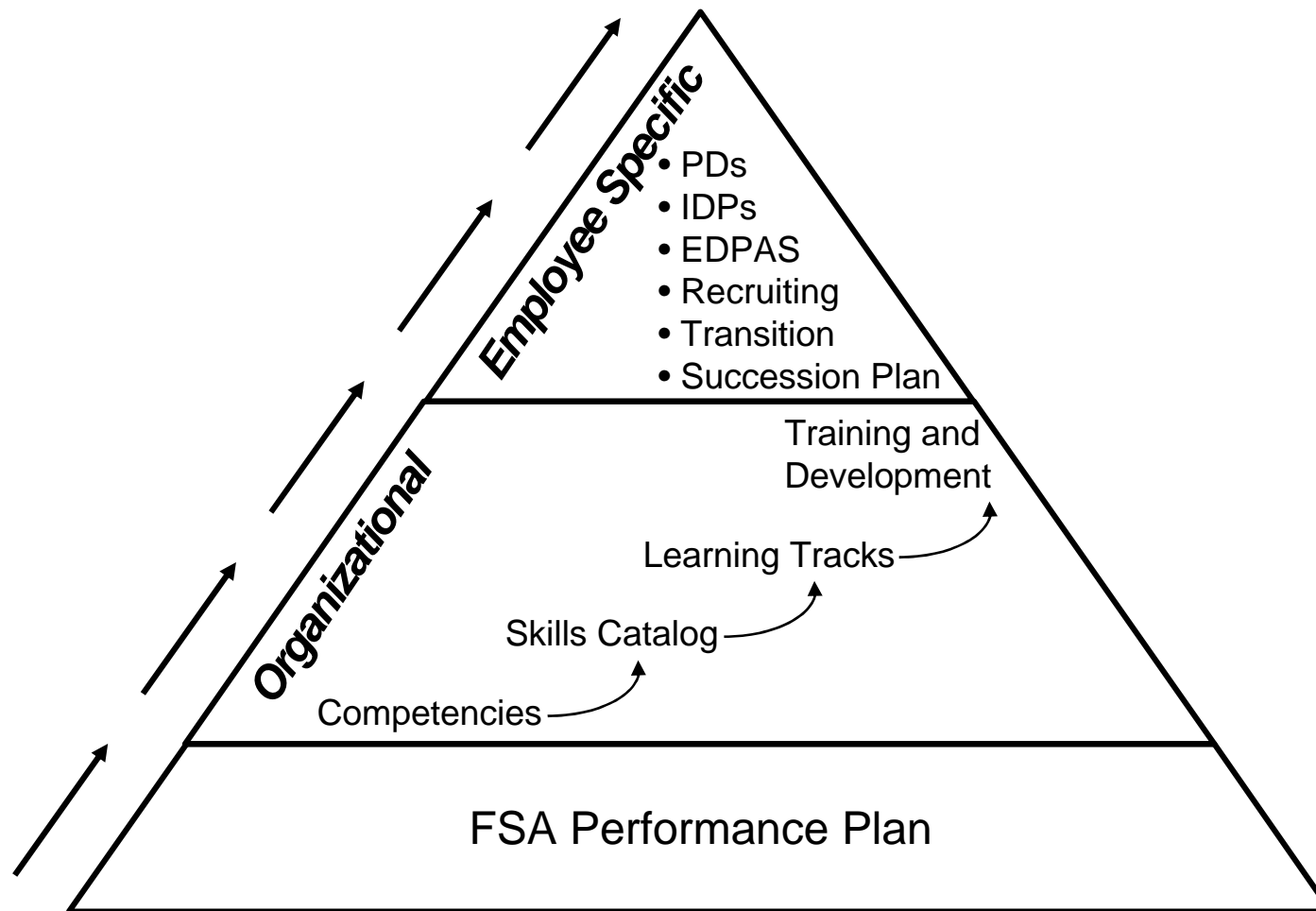
Productivity Problem  
(work not completed)



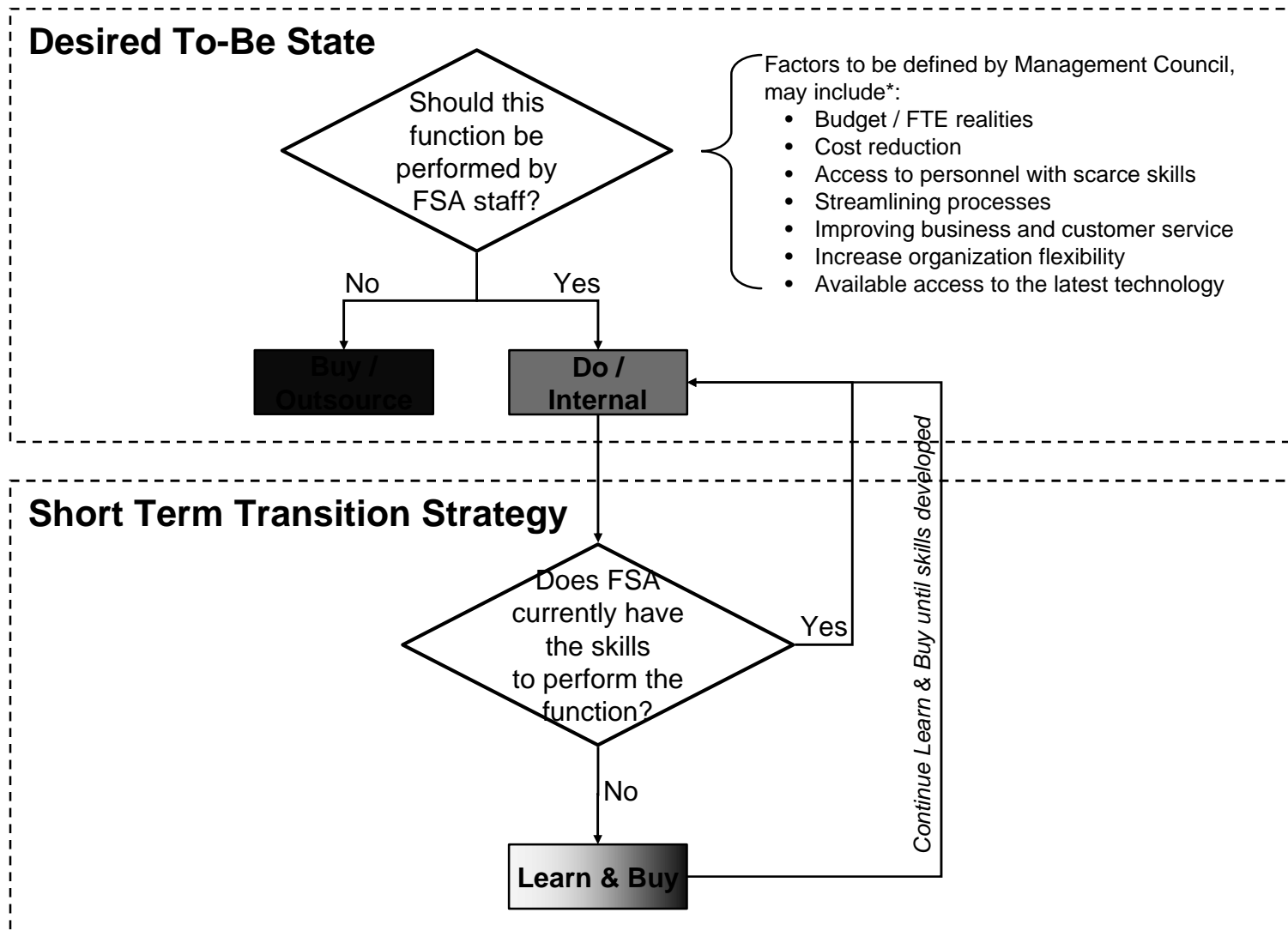
## Sample Solutions to Realign Workforce to Business Model:

- Organization Alignment (Right Jobs)
- Training and Development (Right Skills)
- Source, Recruit, Transition & Deploy Personnel (Right People)

# Results Based Competency Alignment



# Skills Sourcing and Development



# Skills Catalog Development Process

